

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> DISPATCHER RESERVATIONIST		<b>Date:</b> 03/31/99
<b>Position Level:</b> 6	<b>FLSA Status:</b> Nonexempt	<b>Class Code:</b> 6-2

### GENERAL DESCRIPTION

Primary function is to dispatch drivers to destinations and take transportation reservations.

### KEY RESPONSIBILITIES

1. \*Preparation of daily manifests.
2. \*Dispatch transportation drivers to designated destinations using a two way radio.
3. Input of vehicle mileage.
5. \*Process transportation reservations.
6. \*Deal with public/clients on a daily basis scheduling reservations for transportation.
7. \*Maintain computer client files.
8. Perform other duties as assigned.

\* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> DISPATCHER/RESERVATIONIST	<b>Class Code:</b> 6-2	<b>Position Level:</b> 6
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	0 to 1 year.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the entire department.
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in work policies or procedures.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	On-call 24 hours pending disasters.
<i>Other:</i>	Requires prior computer experience. Preferably Windows NT.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

